

APPLICATION CHECKLIST

- ☐ All requested information on the application cover page is provided.
- ☐ Responses to application questions are typed (10 point or larger font) or handwritten legibly, and within the space allotted.
- ☐ Supporting documentation, if any, is attached behind the application.
- ☐ Prepare three exact photocopies of your application and supporting documentation.
- ☐ Mail your original and three copies together. Keep an extra copy for yourself since *Awards for Excellence* will keep the original on file and will not be returning the copies.

SUBMISSION OF APPLICATIONS

Mail completed application and copies to: **Texas Department of Health
Bureau of Children's Health
Awards for Excellence in Texas School Health
1100 West 49th Street
Austin, TX 78756-3199**

Applications must be received by the Texas Department of Health no later than **5:00 p.m., CST, Friday, March 8, 2002**. This deadline is non-negotiable. Faxed copies will not be accepted.

HELPFUL RESOURCES

TDH School Health Program website: Contains excerpts from last year's winning programs and a printable version of this application packet. Visit the site at:
www.tdh.state.tx.us/schoolhealth/awards.htm.

Regional Education Service Centers - School Health Specialists: Your School Health Specialist will know about the *Awards for Excellence* (many of them are part of our teams of application judges) and can provide valuable advice on your program and completing the application. If you do not yet know your School Health Specialist, look him or her up on the following page.

TDH School Health Program staff: We will be glad to answer your questions and provide any assistance we can. Also, we can send you a copy of the ***2000/2001 Winners Showcase Booklet***, which contains excerpts from the applications of last year's winning programs. Contact a member of our staff at 512.458.7111, ext. 2140 or ext. 3032. Or, email us at *schoolhealth@tdh.state.tx.us*.



TEXAS COMPREHENSIVE SCHOOL HEALTH NETWORK

MISSION

To serve as the central coordinating point and collaborative catalyst to promote a healthy school environment and healthy behaviors of all students and school personnel. Each Education Service Center (ESC) in Texas is staffed with a regional School Health Specialist who provides in-service training, workshops, and technical assistance to schools.

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